IDAHO

FISH & GAME DEPARTMENT

FORMAT AND STYLE MANUAL

FOR

FISH AND GAME MANAGEMENT

REPORTS

1965

IDAHO (48 pt.)

FISH & GAME DEPARTMENT (36 pt.)

1 ¾"

FISHERIES STUDY IN CONNECTION WITH
DWORSHAK DAM AND RESERVOIR   (14 pt. Caps)
1965

Color of Cover:
Fisheries - Green
Game   - Tan

STATE OF IDAHO
FISH AND GAME DEPARTMENT

John R. Woodworth, Director

CREEL CENSUS ON THE SNAKE RIVER

FEDERAL AID TO FISH RESTORATION

Job Completion Report

F-70-R-1

(Job No. if any)
(Job Name if any)

July 1, 1962--March 15, 1963
(Period covered by project)

BY

John Doe, Biologist

ACKNOWLEDGMENTS

(If Any)

(Refer to cooperating agencies, outside consultants, and other

assistance relevant to the material described in the report.)

CONTENTS

TABLES AND FIGURES

PHOTOGRAPI IS

ABSTRACT' (Use separate page of light yellow paper, except in the
          case of short, one or two page reports)

This should be a concise statement of the findings, written

so that the reader can get the "gist" of the study and its

recommendations without having to wade through the mass of

data and the narration of the main report.

RECOMMENDATIONS :

OBJECTIVES :

TECHNIQUES USED:

FINDINGS:

LITERATURE CITED: (If any)

APPENDIX: (If any)

PREPARED BY John Doe, Biologist_____ APPROVED

Director

DATE:_____   _____

Division Chief

_____

Federal Aid Coordinator

NOTE: If this same job is performed by several area biologists,
        the title page need not be repeated. The areas should be
        listed by their name and the biologist responsible. (See
        next page.)

        Also, the area reports need not repeat the objectives and
        techniques used unless they vary among the areas. Only the
        abstract, recommendations and findings need coverage under
        the area segment of the report.

USE THIS STYLE OF REPORT FOR

MORE THAN ONE BIOLOGIST

REPORTING ON THE SAME JOB

_____

(Establish title page and contents listing as in the preceding outline)

OBJECTIVES:

TECHNIQUES USED:

Big Game Units 1-9
By John Doe, Biologist

ABSTRACT: (Yellow Pages)

FINDINGS:

RECOMMENDATIONS:

Big Game Units 10-17
By Jim Doe, Biologist

ABSTRACT: (Yellow Pages)

FINDINGS:

RECOMMENDATIONS:

(Continued Around State)

REVIEWED BY_____   APPROVED BY_____
          (Supervisor (When applicable)   Director

DATE_____   _____
                                                    Division Chief

                                                    _____
                                                    Federal Aid Coordinator

SPECIFICATIONS FOR THE FORMAT OF THE REPORTS

1. All Federal Aid reports will be numbered according to project number. Other Department reports will simply be referred to by the name and date of the report.

2. Reports of 32 pages (16 sheets) or more will carry a cover. Less than 32 pages will be made up with a combination cover and title page.

3. The report cover will be as follows:

    a. The Department's official name will be carried one and one-half inch from the top of the cover page as :

    <div align="center">

    IDAHO
    FISH & GAME DEPARTMENT

    </div>

    b. The Department shield will be imprinted on the center of the cover.

    c. The title and date of publishing of the report should also be centered with the top line two and one-half inches from the bottom of the cover. Both project name and number and the job name and number should be used on Federal Aid reports.

    d. The color of fisheries reports will be light green, and game reports will be tan.

    NOTE: Since type size for covers is larger than regular typewriter, request I $ E to have titles set before giving cover order to the printer.

4. For the general format of the report, follow the outlines in the attached dummy.

    a. On the title page use one-inch margins and center the title and project number portion in the center of the page.

    b. If acknowledgments are deemed necessary, include them as shown on page 2 of the dummy.

    c. Contents of the report (Page 3 of the dummy) include first an outline of major subjects, headings or areas of the report, followed immediately by the lists of tables, figures and photographs (if any). Use as many pages as required, but keep the material concise.

    d. For the abstract, give the printer instructions for using yellow paper. If the report is for one job by one person, only one abstract section is needed. If several area reports are included, each section should have its own abstract, with the separate abstracts to immediately precede the material abstracted.

e. Page 5 of the dummy lists the main headings of the report according to Federal Aid specifications. If more than one area biologist reports on the same job, repeat only the abstract, recommendations and findings. In this case, place the objectives and techniques used at the beginning of the report unless there is a significant variance.

5. The format suggested here is only for Department reports. In the case of reports for publication in outside societies or journals, the format for that particular demand should be followed.

SPECIFICATIONS FOR COMPOSITION AND STYLE OF THE REPORTS

1. Proper TYPING includes:

    a.   Single-spaced on one side of paper (double space field rough drafts). <u>Final reports over 48 pages should be typed on both</u>

    b.   <u>sides of the paper.</u>

    c.   Bond paper used.

    d.   Margins on top, bottom and sides of at least one inch.

    e.   Pages numbered consecutively including tables and graphs. Insert tables and graphs close to place of reference in report.

2. FOOTNOTES should be numbered consecutively in text and inserted immediately after the full line of text in which the reference number appears. Do not break a line of text to insert a footnote. Separate the footnotes from the text by two horizontal lines, one above and one below the note.

3,. UNDERSCORE all scientific names of genera and species in both text and tables; e.g. <u>Cervidae</u>, <u>Cervus</u>, <u>Canadensis</u>.

4. DO NOT CAPITALIZE common names such as deer, elk, trout, etc. Consult G.P.O. Style Manual for guide to other capitalization.

5. BIBLIOGRAPHIC REFERENCES. Do not use numbers or symbols in the text. Give the name of author and year of publication in parenthesis, thus: (Doe, 1932). If there is more than one publication by the same author the same year, designate as: (Doe, 1932a) or (Doe, 1932b). Arrange authors alphabetically in the bibliography and list publications of each chronologically under author's name. Capitalize only the first word and proper names in titles. Do not repeat author's name and do not include any reference not cited in the text.

6. NUMERALS. Spell out all isolated numbers less than 10; use figures in a group of enumerations when any number in that group is 10 or greater. Do not spell out numbers of two or more digits (except approximations, like: Estimated at five hundred; a thousand quail; etc.). Use a comma in numbers of four or more digits.. Treat alike all numbers in a series of connected groups, as: There were nine grouse and six quail. There were 9 grouse, 120 quail and 50 pheasants. Spell out figures beginning a sentence.

7. For additional instructions on style consult a copy of the Government Printing Office Style Manual. Copies are available from your division chief.

Is the manuscript properly typed?

Check tables
    Is each table on a separate sheet?
    Are tables numbered consecutively from 1, both in text proper and in
        appendix?
    Are table captions brief but descriptive?
    Are footnotes numbered across table and down?
    Are footnote references placed at right in reading and date columns,
        at left in figure columns?

Check illustrations
    Are all illustrations necessary?
    Will illustration reproduce well?
    Are figures numbered consecutively from 1, both in text and in appendix?

Study the title
    Is it descriptive of the paper's contents?
    Is it concise?

Study the contents
    Are the headings in text and contents consistent?
    Do the headings indicate a well-organized paper?

Examine the headings
    We use headings--
        As sign posts to help the reader locate information quickly
        To make the plan of the paper clear to the reader

Check references
    Are all references to literature found in the literature cited?
    Are all citations in Literature Cited found in text?

Check footnotes
    Are footnotes in text numbered consecutively from 1, both in text and
        appendix?
    Are footnotes separated from text by horizontal rules?

    Do all footnotes in text have a reference in text?

Check quotations
    Are quotations clearly indicated?
    Are quotations accurate?

Check figures
    Are all symbols explained?
    If needed for increased accuracy, do x and y axes have subdivisions?
    Do statements in text and information in figures agree?

ANALYSIS--ORGANIZATION AND COMPLETENESS

Contents
     Does the table of contents give the reader a comprehensive view of
          the plan of the paper?
     Do headings move from general (main headings) to specific (subheads)?

Abstract
     Uses
             Informs colleagues of research; preview for busy worker
             Informs public of Department's activities

     May include a condensed statement of--
             Main ideas, in order of importance
             Conclusions reached
             New or verified data of lasting value
        New theories and interpretations and techniques developed

     But, does not--
             Use telegraphic style of writing
             Evaluate the research
             Include data not given in original paper
             Include tables or illustrations

Introduction (When used)

     Brief, usually non-technical discussion of research, including--
             Nature of the problem and scope of the work

Acknowledgments -- Simply stated, ineffusive and tactful

Materials and Methods should include -- Description of equipment and
     materials used, explanation of way they were used, manner in which
     research was done, and new features or designs

Experiments and results should include -- Detailed results of experiments,
     observations, records, analysis, graphs, tables and statistical
     treatments

Discussion and conclusions should include -- Explanation of results and their
     significance and specific recommendations (if warranted)

Summary
     States concisely the main findings and conclusions and how they were
          reached
     Presents ideas in order in which they were developed
     Is clear, self-explanatory and a complete unit in itself
     Is an integral part of the paper

APPRAISAL OF STYLE

Is the style uniform throughout?

Does the report meet typographic standards?

Does the report have unity?

Does the report have coherence?

Does the report have emphasis?

Does the report meet the accepted rules of grammar?

    Watch for some of these common errors:

        Lack of agreement between subject and verb
        Antecedent not clear
        Shift in mode
        Confusion as to word modified
            Modifier too far from word modified
            Failure to use parallel construction
            Failure to complete comparisons
            Inconsistent comparisons
            Comparing unlike things
            Comparison of "incomparables"
            Comparison of a thing with its group
        Split infinitive (sometimes necessary - use judgment)
        Split comparisons
        Made-up plural adjectives (e.g. fisheries work instead of
            fishery work)

MAPS, GRAPHS AND DRAWINGS

1. The primary objective in the use of graphs, maps and illustrations is to assist the reader in understanding and interpreting the report.

2. The author must evaluate his material and determine which details should be emphasized and which descriptions may be clarified with drawings and graphs.

3. An excessive amount of graphs and drawings will not compensate for weakness of theme. Use illustrations to complete your purpose--not to defeat it.

4. Use illustrative material to provide your reader ease in understanding your report. Readers don't shy away from lengthy subject matter from a lack of intelligence or education--they simply must choose between reading and seeing in a constant battle against time.

5. Do not call for color in maps or drawings. It is expensive and usually not needed. Use shading or graf-tone material. Always use black ink since the art work will be photographed for duplication.

SELECTION OF GRAPH OR DRAWING SIZE

Select the proper dimensions for your drawings. Our standard publication uses the 8½ x 11 page. It improves art work sometimes to reduce, besides being easier to do the original art work.

Use the following table in planning your art work for an 8½ x 11 basic format:

8½ x 11

| Height"	Width"	Height"	Width"
1	13/16	14	10 7/8
2	1 9/16	15	11 5/8
3	2 5/16	16	12 3/8
4	3 1/8	17	13 3/16
5	3 7/8	18	13 15/16
6	4 5/8	19	14 11/16
7	5 7/16	20	15 1/2
8	6 3/16	21	16 1/4
9	6 15/16	22	17 1/16
10	7 3/4	23	17 7/8
11	8 1/2	24	18 5/8
12	9 5/16	25	19 3/8
13	10 1/8		

Although not needed particularly for publications, the following dimension table for doing art work for 2 x 2 *slides is* included. Many workers like to put their charts and graphs on slides for program presentations. As follows:

2 x 2

| Width"	Height"	Width"	Height"
4	2 1/16	16	10 13/16
8	5 7/16	20	13 9/16
12	8 1/8	24	16 1/4

INSTRUCTIONS FOR DRAWING GRAPHS

1. Decide on type of graph -- curve or bar.

2. Arrange data in tabular form.

3. Determine range of data and the division of plotting on the graph.

4. Establish graph division points by selection of appropriate scale.
    A handy method for setting the division points is with a ruler, i.e.
    if six points are needed along a line approximately four inches long,
    lay the ruler diagonally across the line and make a mark every inch.
    Then bring these marks down perpendicular to the line and the division
    points are set. Thus:
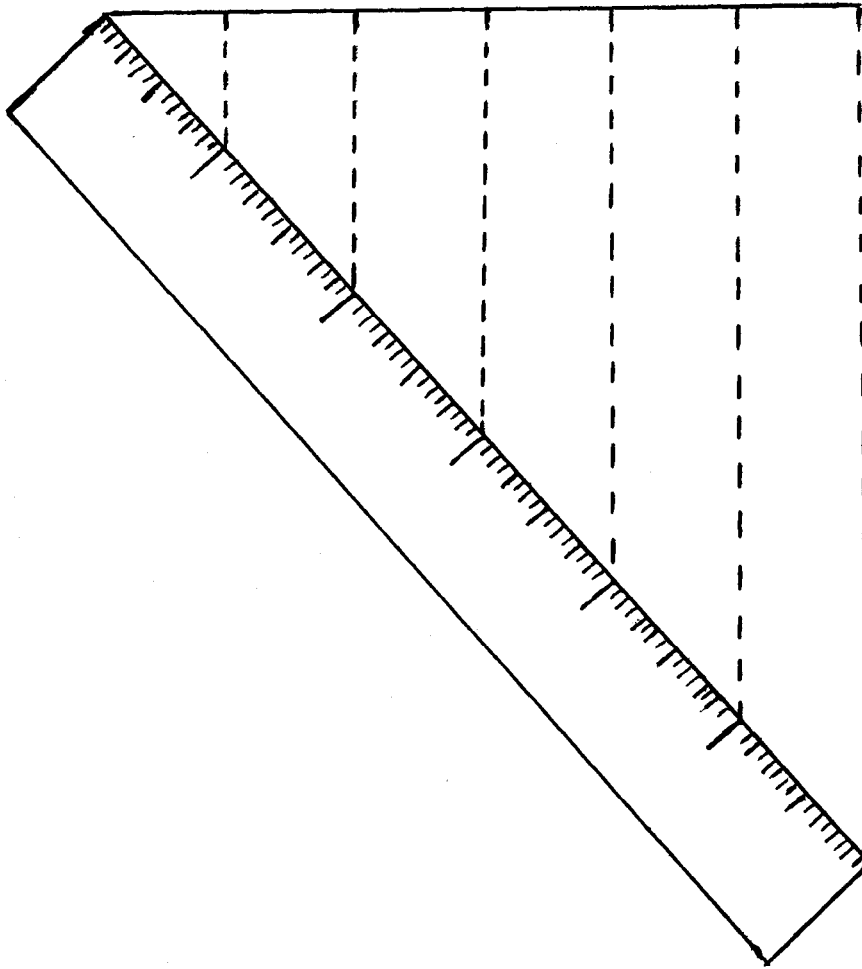
5. If bar graphs are used, the art work can be done with the aid of pre-
    fabricated tones (graf-tone). When more than one bar is used at a
    division point, use different shading of prefabricated tones. Color
    should not be used since it does not photograph well.

6. Use black ink on graphs for the final job. Soft pencil should be used
    on first drawing, going over with black ink when all lines and data are
    checked.

7. Use a LeRoy lettering set for entering type when available. Design the lettering of a size to balance properly with the graph. Remember that unless a graph is reproduced directly that any reduction in size also reduces the lettering size. In most cases, typewriter letters are too small.

8. For standardization of graphs in all Department publications, use the following method of making graph points.

All points inside and
of the same length
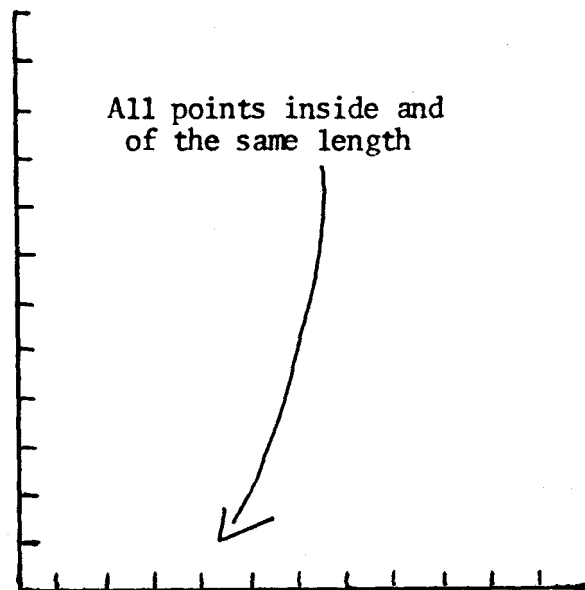
TABLES

The object of a table is to present in a concise and orderly manner information that could not be presented in any other way. Following are some do's and don'ts in preparing tables:

1. Do use abbreviations to avoid burdening tabular text as follows:

    Names of months (except May, June & July) when followed by the day. The words - street, avenue, place, road, square, boulevard, terrace, drive, court following name or number.
    Names of parts of publications, as article, part, section, etc.
    Periods not used after abbreviations except in footnote references.
    Exception - in boxheads spell out the word number whenever possible.

2. Ciphers

    When the first number in a column or under a cross rule is wholly a decimal, add a cipher at the left of the decimal point - 0.95.

    In columns of both dollars and cents, put ciphers on the right in absence of figures ($22.00).

    If columns consist of a single decimal, put a cipher on the right.

    0.6
    0 (or the word NONE)
    3.0
    4.2
    5.0

    If column has mixed decimals of two or more places, do not supply ciphers.

    0.1234
    1.62
    4
    5.3
    7

    In columns under Ft., In., if only feet are given, put cipher under In. If only inches are given, leave the space under Ft. blank. If ciphers are used for NONE, put one cipher under both Ft. and In.

    If column is wholly of dollars, omit the period and ciphers.

3.   Following is a sample table for your guidance in standardizing general appearance of tables in all Department publications.
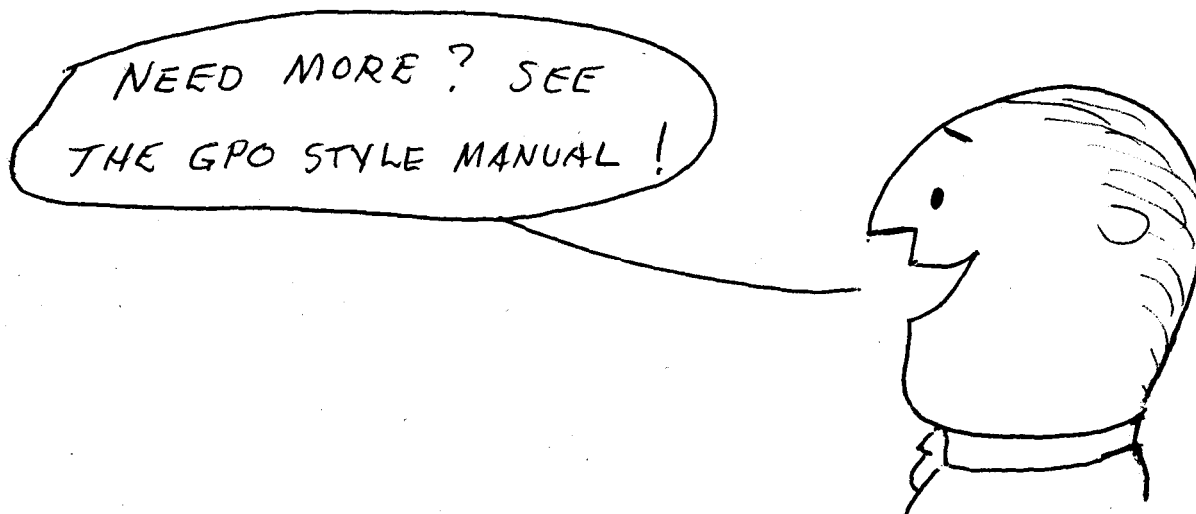

TABLE 8 -- NUMBER OF ANGLER CREEL CHECKS

Stream	1960	1961	1962
Snake River	42	20	36,
Rush Creek	30	35	50
Pine Creek	60	100	30
Brush Creek	14	13	15
Willow Creek	100	121	115
TOTALS	246	289	246

NOTE FROM ABOVE:

    --Double line at top of table
    --Single line below column headings and at bottom
    --No lines between columns

    Also - Title of table should be able to stand alone.

NEED MORE? SEE THE GPO STYLE MANUAL!